S. IX-5]

Previous references.

Preserved

P

1917.

(E. A.)

File No. 90.

Serial Nos. 3.

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for January 1917.

SUBJECT.

Periodical meeting of Secretaries.

Proceedings of a meeting of Secretaries (~~Second~~ Third) held on the 8th January 1917.

W D 88—GPB—50,000—24-7-16

Weedon
N.

2

R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Periodical meeting of Secretaries to Govt

The last meeting of Secretaries was held on 8-4-1916.

HW
29/7/16

A. Do. letter to Secretaries enquiring if they have any subjects for discussion put up for approval or other orders

Secy
3

29/7

DSW 31/7

JDM 31/7

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

P.T.O.

3

2

Egypt

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

1 To the Secretary to Govt
D.O. No 90 of 31/7/16
Enquires whether there are any subjects for discussion at the next meeting of Secretaries to be held in August 1916.

2 From the Secy, Edu.
D.O. 547 of 1/8/16
Suggests certain subjects for consideration at the meeting

3 From the Ry Secy,
D.O 60 of 2/8/16.
Suggests a few general questions for consideration

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB-- 50,000—5-8-15

4

E Ag Gp 3

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

4 From the Rev Secretary

D.O. 25/8/16.

Suggests a list of subjects for consideration and also forwards the list of questions suggested by the Asst Secretaries.

4 The Rev & Fn Secretaries have not furnished their views.

Noted.

5 Reminded

7/8/16.

Reminder sent

6

7/8

Done

7/8

D.O. 20.90-E.A.9. to the Financial Secretary and to the Secretary P.W. Deptt, requesting for favour of an early reply re: the next meeting of Secretaries to Govt.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB-- 50,000—5-8-15

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

5 From the Pw Secy
D.O. 2/8/16
States that he has no subjects to bring forward for discussion

6 From the Financial Secy
D.O. No 901 F 9/8/16.
Forwards a list of subjects relating to the Financial Branch for discussion

Some relate to the Personal Exclusively (Fin Branch)

Noted
Hue 11/8/16

7 If a convenient date is fixed, a notice will be issued to all the Secretaries. The subjects suggested are some of them vague and of too numerous to be discussed at one meeting. Perhaps the order in which they shd be taken up may be

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

E. A. G 90 5 6

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

settles at the meeting itself. The following subjects may be included in the list.

a) measures necessary for bringing into force the provisions of the manual of essential rules

b) Inspection rules (draft) of the Gen & Rem. Secty

NM 11/8/16

Secy

Saturday, 19th Aug 1916, may be fixed: Time: 3.30 PM: the which may say that if convenient to the other Secretaries, the meeting will be held on that date in the lib room

Guer 11/8

Please put up a draft which accordingly can add that a list of the subjects suggested for discussion by the Secretaries is attached

NM 12/8

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

Amyt Sahi.

12/8/16.

6

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

7 To the Secretaries to Govt & Leg. Gov. 12/8/16.
States that if convenient to the other Secretaries, a meeting of the Secretaries will be held on 19-8-16 at 3.30 P.M. in the Library Room of the C.P.R.S.

8 From the Rev Secy D.O. 14/8/16
Agrees to the date proposed

9 From the Secy, C.P.R.S. D.O. 14/8/16.
States that the 19th August will not suit him as he will be absent from the Station.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

10 From the Financial Secy.
D.O. 14/8/16.
Notes that the 19th August suits him very well.
May the reply from the P.W.D. to Ry Secretaries be awaited?
HW.
17/8/16.
PWD 18/8

Not yet received reply has been rec'd.

A draft D.O. reminder to the Ry Secy is put up. The P.W. Secy has been reminded personally.
Mehta
Ukpe
17/8/16.
PWD 17/8

11. From the Ry Secy. memorandum 572 dy 15/16-7-16.
States that the date fixed does not suit him as he has to attend another meeting fixed up for the 19th inst.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

12 P.W. Secy's D.O. No. 58/D the 17th August 1916 stating that he can conveniently attend the meeting.

This only the E&A Secy and the Ry Secy that have stated it is not possible for them to attend the meeting. It is also ascertained that the Rajah will be absent at Mysore on the 19th inst.

Noted
NGR
17/8/16. There is a meeting of the Council tomorrow — So put up a draft memo stating that the meeting of Secrs is unavoidably postponed

MG
18/8

Draft memo noted
NGR
18/8.

Done
PM
19/8

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GPB—50,000—5-8-15

E A 90

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D.O. No. 90 - E. A. dt 18-8-1916 to the Secretaries to Govt intimating them that the meeting to be held on the 19th instt is postponed and that the future date will be intimated in due course.

The meeting could not be held on 19th. As there was a council meeting next day. ~~A notice to~~ Some other date has to be fixed

Secy

29/8/16

14th Sept: 3.30 Pm

30/8

Put up draft memo

30/8

Draft sent

2/9

Issue

2/9

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GPB-- 50,000—5-8-15

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Memo No: 90 - E. A. 9 dated 2-9-1916 to Secretaries to Govt fixing 14-9-1916 for the next meeting of Secretaries and enquiring if that date would be convenient to them.

From the Rev Secretary D.V. & 4/9/16.

States that the meeting may be conveniently held on the 14th Sept.

No reply has been received from other Secretaries. Sent with a Govt Reminder 7/9/16.

Since recd 7/9

Re-issued on 7-9-16

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

From the Secy, B.W.D.
D.O. 26/9/16
Agrees to the date proposed

From the Secy, G.H.A.
D.O. 26/9/16
Agrees to the date proposed

General Secy's order

A meeting will be a Council meeting on 4-9-16 from 3 P.M. Regret that the day will have to be changed to Tuesday the 19th Instt.

(Intd) D.M.N.
8/9/16

Draft Intd.
8/9/16

Issue
8/9

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

Maybe Sent
to Br VIII

4/9/66

14

12

G.R.S. III—3]

Routine Notes

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The meeting could not be held yesterday as no one was present except Mr Jayaraman Ayr. & myself. Another date may be fixed

Secy)

No U.S. Br V)

DMC 20/9

U/21/9/16

Some time after 20/10

DMC 22/9

Manager. Please note

DMC 22/9

For orders

DMC 19/10

Secy)

Please see me after your return from leave about this.

DMC 23/10

DMC 23/10

Law Secy. Meeting may be arranged for the 13th subject to the discussion with the Hon'ble Mr Delvary

DMC

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Draft sent.
hw
8/11/16

nen
8/11

To the Secretaries
No. Eng. 90 of 8/11/16.
States that a meeting of the Secretaries will be held on the 17th inst.

From the Rev Secy
letter of 8/11/16
States that the date will suit him

From the Ry Secy
Letter of 9/11/16
States that he will be away on the 17th and that a date may be fixed after the

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

18th Instt.

Submd

11/11/16

Manager

Please submit this personally to the Secy. Also take the papers to Regr on the date of meeting in case I am not here

NM
11/11/16.

The Secy said that this might be put up after the 12th Decr

NM
27/11

Submd
13/12/16

Sub-d for orders as to date of meeting

NM
14/12

First working monday in Jan next
3 PM

15/12
NM
16/12

Secy

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Dy Supt.

HW
19/12/16

Issue
MM
19/12/16

Ov. No: 90. E&G 20-12-16
Fixing the secretaries' meeting for the 8th P.2040: ~~considered~~.

The meeting is to come off at 3 P.M. on Monday the 8th inst.
No reply as to the convenience or otherwise of the several secretaries has been received till now
Filed
Nope
6/1/17.

18

A-590

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Draft Proceedings of Sec-ies meeting held on 8/1/17. subd for approval

Secy)

MEG
10/1/17

Please cut out 4. The rest is all right

MEG
10/1

MEG
10/1

Revised copy Subd.

HW
11/1/17

Post all these in a book

MEG
11/1

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

G. R. S. 26]

File No.
Serial No.

Diary No. of letter replied to .....

No. 90 - E. A. G.

General and Revenue Secretariat
( )
, *the* *191* .

Date of issue 1 - 8 - 1916

Signed by Sri. D. Ramaswamy Rao

To

The Secretary to Govt
1) Financial Dept
2) R W D
3) Railways
4) Rev Dept
5) Edn & Agrl.

Dear Sir,

May I request you to kindly let me know whether you have got any subjects for discussion at

over.

SUBJECT.

90.

the next ~~provincial conference~~ meeting
of the Secretaries to Govt. which is proposed to be held in Bangalore.
An early reply will oblige.

Yours sincerely

Secretary to Govt.

recd 29/7

Secretary to Govt.
Govt Delhi

Hm
29/7/16

List of enclosures

Copied by

Examined by

GPB—20,000—10-10-14

GENERAL AND REVENUE SECRETARIAT,

DEPARTMENTS OF EDUCATION,
AGRICULTURE, INDUSTRIES AND COMMERCE.

D. O. No. 597. DS VIII 1/8

Bangalore, 1st August 1916.

My dear Sir,

With reference to your letter No.90- E.A.G. dated the 31st July 1916, regarding the next meeting of the Secretaries to Government, I would suggest the following subjects for discussion:-

1. Inadequacy of establishment in the Branches.
2. Measures necessary to ensure important papers reaching the Secretaries concerned without delay and their being dealt with thoroughly and promptly.
3. Responsibility of subordinate Secretariat Officers to prevent delays in the branches under them and in the matter of working cases, drafting, etc.
4. Reduction of noting.
5. Dispensing with the system of heavy elaborate files in simple and ordinary matters.
6. Printing of papers in important cases.
7. Preparation of manuals of standing orders.
8. Watching of important schemes in operation

Yours sincerely,

D.M. Narasinga Rao, Esq., B.A.,B.L.

D. S. VIII

D. O. No. 60

GOVERNMENT OF MYSORE

RAILWAY SECRETARIAT.

Bangalore 2nd August 1916.

My dear Mr. Narasinga Rao,

I annex below a few general questions which, I think, may be discussed with great advantage in the Secretariat meetings.

Yours sincerely,

H. J. Narasimaiah

Statement of subjects for discussion at the meeting of Secretaries in August 1916.

--

1. Measures necessary to facilitate despatch of work in the Secretariat offices.
2. Steps needed to lighten the work of the Dewan and Members of Council.
3. Status and functions of Secretaries.
4. What powers may be delegated by Government to Secretaries who are also Heads of Departments.
5. Elimination of unnecessary returns and statistical information relating to the several branches of the Secretariat.
6. Simplification in the method of disposal of references in the various Secretariats.

GOVERNMENT OF MYSORE

D. O. No.

GENERAL AND REVENUE SECRETARIAT.

Dated Bangalore, 5th August 1916.

Dear Sir,

Your D. O. No. 90-E.A.G. dated 31st July 1916.

The following are some of the subjects that suggest themselves to me as fit for discussion at a meeting of the Secretaries.

(1) Gradation or Service lists of Ministerial and clerical establishments in all departments to be annually revised and published by the Heads of Departments.

(2) Confidential Reports in respect of officials drawing Rs. 70 and upwards in the clerical and ministerial branches of the several offices - to be obtained annually and filed in each branch of the Secretariat under the personal custody of Secretary or Assistant Secretary.

(3) Revision of the Secretariat Establishments in Sections in which work has increased beyond the capacity of the existing staff.

(4) Purchase of Government publications and selected Newspapers or other Periodicals on special subjects.

(5) Compilation of selected Standing Orders and papers on special subjects and getting them printed.

(6) Co-ordination of the working of the various branches of the Secretariat to ensure uniformity of action.

N. B. The questions suggested by the Asst Secretaries in the accompanying Routine Note may also be considered.

Yours sincerely,

K. Krishna Rao
Rev Secy

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government, General Department.

the following subject may be discussed at the Meeting of Secretaries.

Powers and duties of Assistant Secretaries with special reference to the papers which they may themselves dispose of, and the papers which they may submit direct to the Dewan or Member Concerned.

In practice Asstt. Secretaries are disposing of the following matters

1. A Drafts Calling for further information on any subject.

2. Drafts passing orders in accordance with the

~~Acts provided for~~ expressly in ~~Rules~~ (42)

recorded minutes of the Secy or Member or Dewan in Ordinary Cases in which such drafts are not specifically required to be submitted for approval.

Note. Drafts in all important Cases, and those involving doubt or delicacy are submitted to Secy.

(3) Drafts recording a letter or Correspondence except in important Cases

(4) Drafts forwarding petitions for disposal or report.

With regard to direct submission of Cases, all unimportant Cases, ~~and Cases in which~~ are usually submitted

direct – the classes of cases in which direct submission may be resorted to may be more specifically defined.

The idea underlying the suggestion is that the work of Secretaries may be lightened, and unnecessary duplication of work may be avoided.

Rev Secy

MSR
5/8/16

Asst Secretaries of the Branches will oblige me with similar lists if they wish to suggest any matters for discussion at the meeting shd held today. I have in mind a list of general subjects for discussion – to which others may be added or to which lists got typed in an hour –

5.8.916

Asst Secretaries
II, III, IV,

MSR
5/8

Lapse

(to IV)

I have already supplied one subject. viz Disposal of surplus reports from depts. to Officials drawing Rs 70/- & upwards. –

Disposal of reports from D.T.S & HOD of Depts. referring to various branches of the Secat

E.g. there was a recent letter from Dr Chitale to Secy Ex & H – drawing attention to –

1) Sanction to hold his Exhibn. (Br VI)
2) Private prospectus (Br V)
3) Grant in aid from Dt. Bd (Br IV)

It is inconvenient to pass orders in each Branch. The Branch to wh. the Commn from may pass private orders in consultation with other branches

578 16

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Subjects which may be discussed at the Secretaries' meeting

" "

1. Each Branch to have at least one ass't supt & one supt. One supt will not be able to properly attend to both case work and the ~~admin~~ supervision of the Branch work such as arrear lists, Sus Cases.

2. The rule ~~upon~~ that privilege leave vacancies among officials is not to ~~cannot~~ be filled - to be abolished, ~~if~~ as it has caused considerable inconvenience to the work of the Branches. There will always be one or two officials absent on leave & the Branches cannot be expected to work short handed permanently

3. Compiling and distributing to branches, for reference, a list of the headings of the confidential files with the Sec. At present

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000 -29-6-14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Branches are in the dark as to the existence of such files and this stands in the way of efficient case work.

4. Printing office headings is in arrears and in order to file headings have not been prepared as yet by the Office Manual. These must be got done ~~to~~ early as without them efficient case-work is not possible

5. To further facilitate case work, ~~all the printed~~ the portions of the Proceedings Volumes relating to a particular department for a number of years should be separated and bound in two or three Volumes & kept in the Branch concerned for ready reference. Thus all proceedings in the S&R Sec^n for the last 30 years may be bound together and kept in S&R Sec^n. It will ~~not~~ be a Volumes of perhaps ~~30 or 40~~ 60 or 70 hundred pages. It will help case work a great deal. Similarly all the Deptt proceedings, ~~if~~ may be bound together, they will ~~take~~ make about 300 p

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Volumes of this kind. ~~If they could be~~

6. To keep us in touch with what is being done by the Govt of India, we may arrange to get the Proceedings Volume of the Govt of India. They will be of great use and if an undertaking is given that they will be regarded as confidential, it may be possible to arrange to get them.

7. The posting of correction slips to the several codes & books with GRS offices is not satisfactorily done. An efficient system for this is necessary. To rely on a code which is not quite up to date will at times lead to serious mistakes.

8. ~~System of~~ Circulation of gazettes and papers has been stopped. The old system may be revived. Useful matter is sometimes ~~missed~~ found in them and it is not always convenient to go to the Lib or the Off Chance of ~~seeing~~ finding something useful.

Revert)

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GPB—50,000—5-8-15

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Subjects supported for consideration at meeting of Secretaries.

How should confidential reports in respect of officials drawing Rs 70/- & upwards be disposed of - G.O. No. G 3137-76 G.M. 212-15-1 d/6 Sept 1915. In the case of gazetted officers the reports are placed in council tahsin under Pl. Secy's instructions.

~~2) As it is another~~ manner i.e. below the selected strength ~~by 1. [illegible]~~

I have nothing else to suggest

Rev Secy. 3/8-16

Pl. Secy

Please show the subjects which are on your secy's D.O. letter to Rev & Secy & ask them to add any other subjects they wish to be taken up for discussion at the meeting of secretaries

4/8

Have no new subjects to suggest.

5/8

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

300—5-8-15

G.R. S. 26]

File No.

Serial No.

Diary No. of letter replied to .....

No. 90 - S. A.S.

General and Revenue Secretariat

( )

, the 191 .

To Secy, P.W.D
Irri Secy

Date of issue 8-8-1916.

Signed by Mr. D. M. Narasinga Rao

Dear Sir,

May I invite your kind attention to my D.O. No 8 dt 90 of the 31st ult. regarding subjects to be discussed at the next meeting of Secretaries and to request the favour of an early reply

Yours truly
sd
Secretary
G.A.&R.Dept

over.

7/8/16

SUBJECT.

~~To P.W. & I.~~
~~Secies.~~

D.O. No. 546.

32

PUBLIC WORKS SECRETARIAT.

Bangalore, 8th Aug: 1916.

Dear Sir,

With reference to your D.O. letter No.90/E.A.G. of the 7th Aug. 1916, I write to say that I have no subjects just at present to bring forward for discussion at the next meeting of the Secretaries.

Yours sincerely,

D.M.Narasinga Row, Esq: B.A., B.L.,
Secretary to Government,
General Department,
Bangalore.

Ro 76901

VIII Quer 108

34

General and Revenue Secretariat,

Dated Bangalore, the 9/12 August 1916.

My dear Narasinga Rao,

I am in receipt of your D. O. No. 90-E.A.G. dated 31st July 1916 and enclose a Memo of the subjects relating to the Financial Branch, which I would like, the Meeting of Secretaries, to consider.

Yours sincerely,

J Chakravarti

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government, General Department.

Manager

No replies have been recd from all, please put up the papers recd 11/8/16.

Note on the Subjects that may be discussed at the Meeting of the Secretaries.

---

1. The Financial Branch should have a Superintendent and an Assistant Superintendent. One Assistant Superintendent will not be able to supervise efficiently both case work and routine work such as preparation of arrear lists, maintenance of Sus Register, issue of reminders etc.

2. The strength of the Financial Branch has to be raised. In 1913-14 there were 17 hands, now there are only 14 while the work is continuously increasing.

3. One or two officials of the Financial Department may be sent to the ---- Comptroller's office, Civil, Public Works and Railways for two or three months to get an insight into the work of the ---- Account Office. Such knowledge will --- enable them to deal better with a number of files.

4. At present, if an official goes on privilege leave, a substitute is not --- appointed in his place as there are always one or two persons on leave, this means that the Branch will remain shorthanded practically permanently. The appointment of substitutes should be allowed in the place of officials on privilege leave.

5. During the Budget season, an extra clerk should be attached to the Branch from April to August. This year the --- Branch had considerable difficulty in getting through the Budget work, in addition to current work and the work relating to sale of Excise.Privileges as no extra help was given and some of the officials were on leave.

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

Sd by Mr. D. M. Narasimha Rao
12-8-16

Memo

No 90-E.AS. dt 12-8-16

If convenient to the other Secretaries, the next meeting of the Secretaries to Govt. will be held on the 19th August 1916 at 3.30 PM in the Library Room of the GRS

2. A list of subjects proposed for discussion is attached

3. The date of the meeting will be finally settled after knowing the convenience of the Secretaries.

By order
NVS
for Secy to Govt.

To the Secy P.W. Dept.
" P.W.D.
" Rys
" Rev Dept.
" GAA.

12/8/16

37 38

General and Revenue Secretariat,

No.93-S.A.S./Enc.1

Bangalore, 13th August 1916.

M e m o

If convenient to the other Secretaries, the next meeting of the Secretaries to Government will be held on the 19th August 1916 at 3-30 P.M. in the Library Room of the General and Revenue Secretariat.

2. A list of subjects proposed for discussion is attached.

3. The date of the meeting will be finally settled after knowing the convenience of the Secretaries.

By Order,

Secretary to Government,

General Department.

LIST OF SUBJECTS.

Suggested by the Secretary for Railways.

1. Measures necessary to facilitate despatch of work in the secertariat offices

2. Steps needed to lighten the work of the Dewan and Members of Council.

3. Status and functions of secretaries.

4. What powers may be delegated by Government to Secretaries who are also Heads of Departments.

5. Elimination of unnecessary returns and statistical information relating to the several branches of the secretariat.

6. Simplification of the method of disposal of references in the various secretariats.

Suggested by the Secretary, E & A.

1. Inadequacy of establishment in the branches.

2. Measures necessary to ensure important papers reaching the secretaries concerned without delay and their being dealt with thoroughly and promptly.

3. Responsibility of subordinate secertariat officers to prevent delays in the branches

branches under them and in the matter of working cases, drafting, etc.

4. Reduction of noting.

5. Dispensing with the system of heavy elaborate files in simple and ordinary matters.

6. Printing of papers in important cases.

7. Preparation of manuals of standing orders.

8. ~~Working~~ Watching of important schemes in operation.

Suggested by the Revenue Secretary.

1. Gradation or service lists of ministerial and clerical establishments in all departments to be annually revised and published by the Heads of Departments.

2. Confidential reports in respect of officials drawing Rs 70 and upwards in the clerical and ministerial branches of the several offices - to be obtained annually and filed in each branch of the secretariat under the personal custody of

of Secretary or Assistant Secretary.

3. Revision of the secretariat establishments in sections in which work has increased beyond the capacity of the existing staff.

4. Purchase of Government publications and selected newspapers or other periodicals on special subjects.

5. Compilation of selected standing orders and papers ~~of~~ on special subjects and getting them printed.

6. Co-ordination of the working of the various branches of the secretariat to ensure uniformity of action.

~~N.B. - The questions suggested by the Assistant Secretaries in the accompanying routine notes may also be considered.~~

Suggested by the Financial Secretary.

1. The Financial Branch should have a Superintendent and an Assistant Superintendent. One assistant superintendent will not be able to supervise efficiently both case work and routine work such as preparation of arrear lists, maintenance of sum register, issue of reminders, etc.

2. The strength of the Financial Branch has to be raised. In 1913-14 there were 17 hands, now there are only 14 while the work is continuously increasing.

3. One or two officials of the Financial Department may be sent to the Comptroller's office, Civil, Public Works and Railways for 2 or 3 months to get an insight into the work of the Account office. Such knowledge will enable them to deal better with a number of files.

4. At present, if an official goes on privilege leave, a substitute is not appointed in his place as there are always one or two persons on leave, this means that the Branch will remain shorthanded practically permanently. The appointment of substitutes should be allowed in the place of officials on privilege leave.

5. During the budget season, an extra clerk should be attached to the branch from April to August. This year the branch had considerable difficulty in getting through the budget work, in addition to current work & work relating to sale of excise privileges as no extra help was given and some of the officials were on leave.

Suggested by the General Secretary.

1. Measures necessary for bringing into force the provisions of the Manual of Essential Rules for all Secretariats.

2. Inspection Rules (draft) of the General and Revenue Secretariat.

VIII ance 14/8 14/8

44

GENERAL AND REVENUE SECRETARIAT

Dated Bangalore the 14th August 1916.

Dear Sir,

With reference to your Memo No.90 E.A.G. dated the 12th instant, I write to say that I have no objection to the meeting of the Secretaries to Government being held on the 19th August 1916 at 3-30 P.M. as proposed.

Yours sincerely,

L. Krishna Rao

To

D.M.Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government,

General Department

TEL: ADDRESS
"BANGALORE & MYSORE
"MYSECON".

E ECONOMIC CONFERNECE.

Bangalore, 14th August 1916.

D. O. No. 872.

My dear Mr. Narasinga Rao,

With reference to Memo No.90/E.A.G. dated 12th August 1916 regarding the next meeting of the Secretaries to Governmen I write to state that the 19th instant will not suit me to attend the meeting as I shall be absent from the station on that date.

Yours sincerely,

D. M. Narasinga Rao, Esq., B.A., B.L.

D.O. 74

46

Financial Secretariat,

Bangalore, 14th August 1916.

My dear Narasinga Rao,

Your memo No. 90-E.A.G. dated 12th August 1916.

Saturday 19th instant 3.30 P.M. suits me very well.

Yours sincerely,

Mukravarti

D. M. Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government,

General Department, B A N G A L O R E .

GEN. & REV. DEPT.
VIII
17 AUG 1916

No. 572

OFFICE OF THE SECRETARY TO THE GOVERNMENT
OF MYSORE FOR RAILWAYS,
Bangalore, 15th August 1916.

MEMO.

With reference to Memo No.90-E.A.G. dated the 12th August 1916 stating that the next meeting of the Secretaries to Government will be held on the 19th idem, the Secretary to Government, General Department, is informed that, that date will not be convenient for the undersigned to attend as there is another meeting fixed for that date.

H. Krishna Murthy
Secretary for Railways,
Government of Mysore.

ALM.

D. O. No. 20 - E. A. 9.

Bangalore,

18th August 1916.

Dear Sir,

The meeting of Secretaries intended to be held on the 19th instant has to be postponed as a meeting of the Council takes place on that day. Another date will be fixed after consulting the convenience of the Members and intimated in due course.

Yours sincerely,

Secy

To

The Financial Secretary to Govt.
The Secretary, E & A.
The Secretary, P.W.D.
The Secretary for Railways
Revenue Secretary.

D.O. No. 581

48

PUBLIC WORKS SECRETARIAT.

Bangalore, 17th Aug. 1916.

Villa 17/8

17/8

Dear Sir,

With reference to your memo No. 90/E.A.G. dated the 12th August 1916, I write to say that I can make it convenient to attend the next meeting of the Secretaries to Government to be held on the 19th idem in the Library Room of the General and Revenue Secretariat.

Yours sincerely,

Kaergm Seshadri

D.M.Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government, General
Department.

50

18:90 - E&A / Govt & Rev. Sects: dated Bangalore 2nd Sept.

Memo

The meeting of the Secretaries to Govt. proposed to be held on the 19th Augt 1916 and unavoidably postponed is intended to be held on the 14th Sept 1916 (3-30 P.M.). The convenience of the Secretaries may kindly be intimated.

By order

Secretary to Govt.
Govt Depts.

To
1. The Offg. Rev. Secy.
2. E&A Secy.
3. Finl. Secy.
4. P.W. Secy
5. Secy. for Mys.

VIII 8444 45

51

GENERAL AND REVENUE SECRETARIAT.

--------ΦΦ--------

Bangalore, 4th September 1916.

Dear Sir,

With reference to your Memo No.90 E.A.G. dated the 2nd September 1916, I write to say that the meeting of the Secretaries to Government may be conveniently held on the 14th instant as proposed.

Yours sincerely

L. Krishna Rao

To

D.M. Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government, General Department.

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to .....

No. 90-E.A.G.

General and Revenue Secretariat

( )

, *the* 191 .

To The Secy, Fk Dept
" PWD
" Revs
" Edn & Agre

Date of issue 7-9-1916

Signed by Mr. N. Madhava Rao.

Dear Sir,

I am desired to invite your kind attention to this office memo No 90/E.A.G. of the 2nd inst regarding the holding of a meeting of the Secretaries on the 14th inst and to request the

over.

SUBJECT.

Forward of an early Reply

Yours Sincerely

pp

For Secretary of State

Low
7/9/16

List of enclosures

Copied by

Examined by

GPB—20,000—10-10-14

D ono 644 VIII grill 54

Public Works Secretariat,
Bangalore, Dated 6th Septr. 1916.

Dear Mr.Narasinga Row,

With reference to your Memo No.90/E.A.C. dated 2nd instant re. the Secretaries' meeting to be held on the 14th idem, I write to inform you that the date will quite suit me.

Yours sincerely,

Rangacharlu

No. 835

OFFICE OF THE SECRETARY TO THE GOVERNMENT
OF MYSORE FOR RAILWAYS,
Bangalore, 6th September 1916.

GEN. & REV. SECTION
VIII Rev.
8 SEP 1916

MEMO.

With reference to Memo No.90-E.A.G. dated the 2nd September 1916 stating that the meeting of the Secretaries to Government is intended to be held on the 14th idem at 3-30 P.M. the Secretary to Government, General Department, is informed that the date and hour will suit the undersigned.

Secretary for Railways,
Government of Mysore.

ALM.

7.9.16

56

GENERAL AND REVENUE SECRETARIAT.

DEPARTMENT OF EDUCATION,
AGRICULTURE, INDUSTRIES AND COMMERCE.

Bangalore, 8-9-1916.

D. O. No. 2051.
E & A.

My dear Sir,

With reference to your Memo of the end current enquiring if it would be convenient for the Secretary, Departments of Education and Agriculture to attend the Meeting of the ---- Secretaries intended to be held on the 14th instant, I am desired to state that the day and hour (3-30 P.M.) will be convenient for him.

Yours sincerely,

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government, General Department.

G. R. S. 34]

No.....

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

(G. A.)

Office Memorandum.

To The Secretaries to Govt

the 191 .

(1) Pl. Deptt
(2) PWD
(3) Rys
(4) Rev Deptt
(5) Gen A. Deptt.

As there will be a Council meeting on the 4th Instt. ~~that~~ ~~It~~ is regretted that the meeting of the Secretaries to Govt ~~Conf~~ case not be held on ~~that 4th Instt as~~ date as previously arranged. The date will be changed to Tuesday the 19th Instt if the other Secretaries ~~are~~ agreeable.

By order
Rao
Rao Sahib G.A. Deptt.

GPB—5,000—7-8-11

8/9/16

20/9/16

58

General and Revenue Secretariat.

Dated Bangalore, the 8th September 1916.

Dear Sir,

With reference to your Memo No. 90 E.G. dated the 8th instant, I write to say that the meeting of the Secretaries may be held at 3.30 P.M. on Tuesday the -- 19th instant as proposed.

Yours sincerely,

To

D. M. Narasinga Rao Esq., B.A., B.L.,

Secretary to Government,

General Department.

VIII Daily
Deve 6 7/11/9 Sept 1916

61

Public Works Secretariat,

Bangalore, Dated the 11th Sept.1916.

Dear Mr.Narasinga Row,

With reference to your memo No.90.E.A.G. dated the 8th instant, stating that the meeting of the Secretaries to Government will be held on the 19th idem, if convenient to the officers concerned, I write to say that I expect to leave Headquarters on the 13th and will be in the camp with the Chief Engineer of the Madras Public Works Department on the 19th.

~~Hence~~, I shall ask the Under Secretary to Government, Public Works Department, to attend the meet-ing on the 19th instant.

Yours sincerely,

Kanjan Sesiah

ve 9/9/16

D.O.101

59

Financial Secretariat,

Bangalore, 8th September 1916.

My dear Narasinga Rao,

Your D.O.letter No. 90-E.A.G. dated the 7th instant. The 14th instant would suit me.

Yours sincerely,

Chakravarti

D.M.Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government,

General Department.

Gz

D.O. No. 104.

Financial Secretariat.

Bangalore 11th September 1916

My Dear Narasinga Rao,

Your D.O. letter 90/EAG dated 8th instant. The 19th instant would suit me.

Yours sincerely,

J Chakravarti

D.M.Narasinga Rao, Esq., B.A., B.L,.
Secretary to Government of Mysore
General Department

SDV

889

OFFICE OF THE SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS,

Bangalore, 12th September 1916.

GEN. & REV. DEPT.
13 SEP 1916

MEMO.

With reference to Memo No.90-E.A.G. dated the 8th September 1916 stating that the next meeting of the Secretaries to Government will be changed from the 14th to 19th idem at 3-30 P.M. if the other Secretaries agree, the Secretary to Government, General Department, is informed that the date and hour will suit the undersigned.

Secretary for Railways,
Government of Mysore.

ALM.

Office Memorandum

No 90-E.A.9. 8-11-1916.

Obj Mr. R. Madhava Rao

If convenient to the other Secretaries the next meeting of the Secretaries to Govt will be held on the 13th Instt at 3.30 PM in the Library Room of the General and Rev Secrett.

The following will be discussed:
~~will be those received from the Devan~~ considered at the meeting

By order

Sd

For Secy to Govt
Genl Depttt.

To the Secretaries to Govt.

8/11/16

Subjects ~~Received from the Home~~
to be considered at the meeting of Secretaries
to be held on 13-11-46

Periodical inspection of the Secretariats

1.

2. Measures necessary for the speedy & timely disposal of papers.

3. Modification of the form of Part II of Monthly Proceedings Volumes.

4. Measures necessary for bringing into force the provisions of the Manual of Essentials in the Secretariat

4 Memorial of Mr. Venkatesan Iyengar, Meteorological Reporter to Govt for increase of pay.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

1) Gm 240-15
2) Gm 115-1916
3) Gm 648-15
4) E & A Gy. 101-

In continuation of this office memo No E.A.G/90 dt 9th November 1916 re-meeting of Secretaries to be held on the 13th Instt. the accompanying 4 files on the subject to be discussed at the meeting are circulated to the Secretaries for ~~favour~~ perusal and favour of return very early.

By order
[illegible]
For Secy GI Deptt

1) The Secretary, ~~for~~ Rev Deptt 10/11/1916
2) do — E & A.
3) do — Frnc Deptt
4) do — P.W.D.
5) do — Railways

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

Ry. 10]

Railway Secretariat. | File No. | of 191 .

Serial No.

Four files relating to subjects to be discussed at the meeting of the Secretaries to Govt.

GEN. SEC. 13 NOV 1916

U.O. No 90 Enc 4 files D. 11. 11. 1916

Returned with compliments to the Secretary to Govt, Genl Depte.

2. As the Railway Secretary is absent on tour the files may kindly be sent for his perusal after his return to Head Quarters i.e. on the 16th.

3. In a demi-official letter he has already requested that if convenient the meeting may be held after the 18th inst.

Immediate

Mandi

For Secretary for Railways
Govt of Mysore.

General and Revenue Secretariat

Dated Bangalore the 8th November 1916.

Dear Sir,

With reference to your memo No. 90 E.A.G of date I write to say that the meeting of the Secretaries may be held on the 13th instant as proposed.

Yours sincerely,

D.M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government,
General Department.

URGENT.

—GPB—1,500—25-4-16

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Ry. 3]

MYSORE STATE RAILWAYS,

CENTRAL OFFICE,

No. 1629

Bangalore, 9th November 1916.

10

11 NOV 191

From

THE SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS,

BANGALORE.

To

The Secretary to the Government of Mysore,

General Department.

Sir,

With reference to Circular Memo No.90-E.A.G. dated the 8th November 1916, stating that the next meeting of the Secretaries will be held on the 13th idem, if convenient to the other Secretaries, I have the honour to request you that, as I shall be away on tour that day a date after the 18th instant may be fixed for the purpose ~~if convenient~~.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary for Railways,
Government of Mysore.

ALM.

4/11

Bangalore.
13. 11. 16 69

EAG.90.

Dear Sir,

As two of the Secretaries to Govt. Mr. N. Madhava Rao, Asst. Secretary to Govt, ~~is~~ are absent from headquarter ~~on some urgent business~~ to-day, it is regretted that the meeting of the Secretaries to Govt cannot be held to-day as previously arranged. ~~The date will be changed to Saturday the 18th instant, if the other secretaries agree.~~

Yours sincerely

13/11

The Secretaries to Govt

Office Memorandum

No 90-E.A.S. dt 20.12.16

Date of issue 20.12.16
Sd by Mr. R. Madhava Rao

~~If convenient to the~~
~~other Secretaries,~~ A meeting
of the Secretaries to Govt will
be held on the 8th January 1917
at 3 P.M. in the Library Room
of the General & New Sects.

(if convenient to them)

The following subjects will
be considered at the meeting:-

1. Rules for the periodical
inspection of the Secretariat

2. Measures necessary for the
speedy and timely disposal
of papers.

3. Modification of the form
of Part II of the Monthly
Proceedings Volumes

4. Memorial of the Venkata Ra
Iyengar, Meteorological

Separate to Govt for
information of Govt

Thy orders

[illegible]

For Secretary, Genl Dept?

To Secretaries to Govt
1) PWD
2) Rys
3) Financial Dept
4) Revenue
5) Education Dept &c

[illegible]
18/[illegible]/86

Proceedings of the ~~First~~ Second Meeting of Secretaries held on 8th January 1917.

Officer responsible for taking action-

Assistant Secretary, Br.VIII.

1. Proposal re the inspection of Secretariats - File No.E.A.G.101.

Rule 40 of the Manual of Essentials requiring each Secretariat to be inspected by the Secretary concerned once a quarter and each Branch by the Officer in charge and the ministerial head once a month is inconvenient. It will be sufficient if inspections are held as follows:-

Once a quarter -	By the Superintendent.
Once every half-year	By the Registrar and Case-work Secretariat Officer.
Once a year -	By the Secretary.

The Inspection forms proposed for the General and Revenue Secretariat may be revised so as to be in accordance with the above proposals.

Officer responsible for taking action-

Assistant Secy, Br.VIII.

2. Instructions for the expeditious disposal of papers in all offices -

The draft order specifying the maximum periods of time for the disposal of different classes of papers may be approved The period for the disposal of ordinary papers may however be reduced from 6 to 2 month

Officer responsible
for taking action-

Under-Secretary, Br.V.

3. Proposals for the alteration of the form for printing Part II of Government Proceedings -

(a) Form No.2 proposed by the Superintendent of Government Press may be adopted.

(b) Part II of the proceedings need not appear in the copies of monthly proceddings supplied to subordinate officers.

(c) The question of curtailing Part II by omitting the less important Government orders might be separately considered.

4. Mr. Venkatesa Iyengar's memorial for promotion -

The following opinion was recorded and the file was sent to the First Member and the Dewan.

"The three Secretaries cannot think of a suitable opening for Mr. Venkatesa Iyengar. They, however, consider that he may be granted a personal allowance of Rs.50-50/2-150.

Officer responsible
for taking action-

Registrar.

5. Personal Clerks for Secretaries-

Each Secretary should be give a Short-hand Typist on Rs.60 or 70 per mensem to work as a personal clerk, the strength of the existing establishment being increased for the purpose.